

## ***Competitive Edge***

Businesses today are competing for the same employees, and striving to stay ahead of the competition. By having a well-selected and highly trained workforce, your business can have the competitive edge it needs!

## ***Job Task Analysis***

Job Task Analysis is a process used to identify (in detail) the job skills along with their importance, and define skill levels needed to perform effectively within an occupation or a position.

## ***Contact Information***

For more information please contact one of our certified consultants:

Renae Hoggarth - Bismarck  
[rhoggart@state.nd.us](mailto:rhoggart@state.nd.us)  
(701) 328-5025

Merlin Beto - Fargo  
[mbeto@state.nd.us](mailto:mbeto@state.nd.us)  
(701) 239-7384

David Flitter - Grand Forks  
[dflitter@state.nd.us](mailto:dflitter@state.nd.us)  
(701) 795-3717

Larissa Pesek - Grand Forks  
[lpesek@state.nd.us](mailto:lpesek@state.nd.us)  
(701) 795-3708

Gary Hoffmann - Minot  
[ghoffman@state.nd.us](mailto:ghoffman@state.nd.us)  
(701) 857-7511

Statewide TTY: 1-800-366-6888



Workforce Programs  
JSND-6083 (4-02)

Job Service North Dakota is a Proud Member of America's Workforce Network.<sup>SM</sup> We are an Equal Opportunity Employer Program Provider. Auxiliary Aids and Services are Available Upon Request.



## **Offering Future Solutions Now**



Where employers and employees meet.

## *Experience the Benefits of Job Task Analysis*

Skill level information can be used to:

- Aid in employee recruitment
- Improve employee selection
- Reduce employee turnover
- Identify training needs
- Increase productivity
- Identify succession planning
- Assist in defining job descriptions

*The Job Task Analysis process  
and tools meet uniform guidelines  
on employee selection.*

## *How Job Task Analysis Works*

Job Service North Dakota customer service office consultants:

- Gather and review information about the position and the company.
- Meet with employees and supervisors regarding the position being analyzed.
- Work with employees and/or supervisors to ensure that the analysis accurately and completely describes the position.
- Work with employees to rank and explain the skills judged to be the most critical in performing the job.
- Report the results of the Job Task Analysis session to the business and/or organization.
- Offer businesses and/or organizations job-related criteria to assist in making selection, promotion, and training decisions.

## *Tools Used By Job Service North Dakota*

Certified consultants from Job Service North Dakota customer service offices utilize products of AES International and American College Testing (ACT) **WORKKEYS®**.

### **AES International**

- Used by over 800 businesses, and 32 states

### **ACT**

- Used by 2,243 companies in 40 states
- Used by educational institutions in 48 states
- Over 6,000 jobs have been profiled nationwide